



Mr R Vickery
RDVaDesign
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Our Ref: AB/139/18/L
Your Ref:

Please ask for:
Mrs J Grieves
01903 737500 x 37448

Dear Mr Vickery

3rd January 2019

Planning (Listed Buildings and Conservation Areas) Act 1990 (as amended)

Application for Listed Building Consent for Alterations, Extension or Demolition of a Listed Building

Development Listed building consent for replacement of external doors & entrance pilasters/canopy, internal re-ordering, improvements & associated works
Location Herricks School Lane Arundel

Thank you for your recent application which I received on 19th December 2018. It is being validated by Mrs J Grieves who will be able to assist you should you have any questions.

I regret that I am unable to accept your documents as a formal application until the following item(s) have been received or resolved :-

Block Plan

Please submit 1 electronic or 3 paper copies of an amended block/site plan at a scale of 1:500 or 1:200 showing the position of the proposed works

For further detailed information on both the National and Local Validation Requirements please go to our website: <http://www.arun.gov.uk/making-a-planning-application>

If you are unable to access the website, please contact this office so a copy can be sent to you.

Please provide the above by **17th January 2019** or your application will be closed as incomplete and you will have to resubmit if you wish to proceed with the application. If you have difficulty meeting this deadline please contact the above officer to discuss the matter.

Yours sincerely

Neil Crowther
Group Head of Planning